

APPLICATION CHECKLIST

1. All fields on the application forms must be filled out completely. If a field does not apply an N/A (not applicable) should be indicated.
2. Both Contractor/Qualifier and Owner/Owner Agent signature areas **MUST** be completed on the application. If Contractor is acting as Owner Agent, the Contractor must sign both as the Contractor/Qualifier and "Owner Agent". Only one Notarization signature is required. So, if the Contractor/Qualifier is signing for both Contractor/Qualifier and Owner/Owner Agent only 1 notarized signature would be required.
3. Three (3) sets of plans & three (3) scope of work letters are required for all residential submittals (a digital copy is required for all new buildings). **For Door/Window applications the SHGC (Solar Heat Gain Coefficient) information must be included on ALL sets. All sets must be separated and correlated.**
4. Four (4) sets of plans & four (4) scope of work letters are required for all commercial submittals (a digital copy is required for all new buildings & additions). All sets must be separated and correlated.
5. Plan check fees are required to be paid at time of application submittal on ALL submittals that require a review in ANY or All disciplines.
6. All contractors applying for applications are required to be registered at **The Village of Estero Building and Permitting Services**. Valid insurance and workman's compensation insurance will be confirmed.
7. If someone other than the Qualifier is applying for a permit a notarized authorization form is required to be submitted at time of initial drop off. Once entered in the database and verified, this Authorization form will need to be updated annually in (October) as it expires on September 30th every year.
8. A copy of a recorded, notarized Notice of Commencement (NOC) for jobs over \$2,500 can be included at application submittal but is requested prior to permit issuance. (No certified copy needed)
9. A copy of a recorded, notarized Notice of Commencement (NOC) for HVAC replacements over \$7,500 are requested prior to permit issuance. (No certified copy needed)
10. All applicable notarized Sub-Contractor attachment forms are required prior to permit issuance. This will avoid NOT being able to call in inspections for the job for the Sub-Contractor's Trades. Each Sub-Contractor **MUST** be registered with the **Village of Estero**.
11. On new buildings the sq. ft. indicated on the application needs to match the plan legend. Please check to make sure sq. ft. entries are correct. Some permit fees are based on this criteria.
12. On new buildings the Energy Calcs submitted should match the plan legend. Please check this as this issue is a very common reason for Plans being rejected.
13. A copy of a recorded Warranty Deed is required if property has recently changed owners or application submittal will be denied.
14. Raised seal engineered plans including hydraulics are required for pools unless they are MASTERED here at the **Village of Estero Building and Permitting Services**.
15. When an owner is acting as an owner builder on their single family home a notarized owner builder affidavit form must be included with the application at time of submittal.
16. The maximum size of plans accepted for review are 24 x 36. Anything larger will not be accepted.

These items must be included if applicable in your submittals. Submittals lacking these documents will not be accepted for intake. Thanks for your help in making our submittal process efficient. If you have any questions visit the website: www.estero-fl.gov, write us at permitting@estero-fl.gov or contact us at the phone number above.